

FAIRFAX COUNTY CIRCUIT COURT EVIDENCE PRESENTATION RESERVATION PROCEDURES

(2) WORKING DAYS MINIMUM NOTICE TO RESERVE THE EVIDENCE PRESENTATION SYSTEM.

BRIEF WALK THROUGH AVAILABLE UPON REQUEST, TIME TBD BY SYSTEMS STAFF.

MANDATORY CONFIGURATION ASSESSMENT IF THE ATTORNEY IS USING A LAPTOP, SYSTEMS STAFF WILL COORDINATE.

THE COURT CANNOT PROVIDE A LAPTOP.

THE COURT IS UNABLE TO PROVIDE IN DEPTH TRAINING, JUST FAMILIARITY.

THE COURT DOES NOT ALLOW INTERNET ACCESS TO EITHER PARTY.

- 1. DOWNLOAD AND FILL OUT THE FORM. The download is available at www.fairfaxcounty.gov/courts/circuit/criminal_case_info/Evidence_Presentation**
- 2. EMAIL : ccrhelp@fairfaxcounty.gov AND SUBMIT THE EVIDENCE PRESENTATION RESERVATION FORM. The form is a fill able PDF that you must attach to the request email.**
- 3. **IMPORTANT** COMPOSING THE EMAIL, THE SUBJECT AREA MUST READ [EVIDENCE PRESENTATION](#).**
- 4. UPON RECEIPT OF THE REQUEST YOU WILL RECEIVE NOTIFICATION VIA EMAIL.**
- 5. A SYSTEMS SUPPORT STAFF MEMBER WILL CONTACT YOU TO GO OVER YOUR SUBMISSION.**